

Sample Questions and Format for the Investigation of Allegations of Harassment, Violence and Discrimination

Read opening statement that:

- a) Introduces investigators and explains their authorization to conduct the investigation;
- b) Identifies the scope of the investigation;
- c) Explains interviewee is required to fully cooperate and that retaliation against any employee for filing a complaint or participating in the investigation is prohibited;
- d) Explains process – interviewing a number of people; may need to re-interview if new information comes to light; reviewing documents; and that management will make the decision about necessary action after reviewing the investigation report;
- e) Explains that information gathered will be kept discreet to the extent possible but may not be confidential;
- f) Explains that the notes of the interviewers are the records of the investigation and the interviewee will be asked to sign and date the notes following the interview; and
- g) Directs the interviewee not to discuss the investigation with others.

Interview questions:

1. Your name and position?

2. How long have you worked for state government and who is your immediate supervisor?

3. Are you aware of and been provided copies of your agency's policies concerning (nature of complaint)?

4. Have you attended training on these issues? When? Is that training documented?

5. What happened?

6. When did it happen?

7. Where did it happen?

8. Has it ever happened before?

9. Has it happened to anyone else?

10. Who was present when it happened? -

11. Have you talked with anyone about the incident(s)?

12. How did the behavior make you feel?

13. Was it conveyed to the alleged harasser that the behavior was unwelcome?

14. Is there any other information (documents, memos, e-mails, etc.) you may have that would substantiate the allegations(s)?

Read closing statement thanking participant for his or her answering the questions; remind participant that retaliation against a complainant or investigation participant is prohibited; encourage participant to report any additional information they become aware of to the investigators and to provide a written statement if they would like to.